

**Summary of the
Board of Directors Teleconference
April 23, 1998**

The Board of Directors of the National Environmental Laboratory Advisory Conference convened by teleconference on Thursday, April 23, 1998 at 1:30 p.m. The meeting was led by the Board Chair, Ms. Carol Batterton. The action items are shown in Attachment A and the list of participants are shown in Attachment B.

Approval of Minutes

The minutes from the March 26 and April 9, 1998, meetings were approved.

Comments on the Fact Sheets

Ms. Jeanne Mourrain distributed the Fact Sheets that had been prepared by the Membership and Outreach Committee for comment by the board members. She asked that the members review the fact sheets and get comments back to her by May 4, 1998. Ms. Marcia Davies agreed to review the Federal Agencies Fact Sheet and to contact Ms. Donna Moser about any comments she might have. Dr. Charles Brokopp said he had five groups that would review the fact sheet on Accrediting Authorities and he would also send a copy to Mr. John Anderson for review. Ms. Mourrain will send the fact sheet on Data Users to Ms. Janet Hall of the ELAB and Ms. Batterton stated that she would give a copy to some people at TNRCC for review. Ms. Mourrain will send a copy of the fact sheets for Laboratories to Mr. Jerry Parr of the ELAB.

NELAC Video Possibility

Ms. Mourrain reported that Mr. Dan Bivins, Office of Air Quality Planning and Standards, has a grant with North Carolina State University for video presentations. He has agreed to fund a project with them for NELAC as long as we can demonstrate that the video will be used as an informational tool for the states. It was suggested that the presentation on the benefits of NELAC given by Mr. Parr, Mr. Chuck Wibby and Mr. Ron Cada might be video taped at one of the future meetings. The next presentation is scheduled for May 6, 1998 in Texas. It was also suggested that the video not be more than 15 minutes. Ms. Mourrain and Ms. Betsy Dutrow will work on trying to schedule the video for that meeting or, if that cannot be arranged, possibly for the Annual Meeting which will also be in Texas.

Information

Ms. Batterton reported on the following items:

- S The accrediting authority assessment of Colorado has been completed and Mr. Rick Edmonds of Region 8 had outlined a list of additional items that were needed

for their application. The information is due back by June 1, 1998. Region 2 is in the process of reviewing the applications from New York and New Jersey. Ms. Carolyn Cross will send out the list of assessors for the NELAP team with their contact information.

- S Ms. Betsy Dutrow reported that information had been provided to the EPA attorney on the logo and that she had an appointment to discuss the issues with her next Tuesday morning. The issues Ms. Dutrow will be discussing with them are 1) what are the issues impeding the recognition of the logo, 2) what are the types of trademarks, and 3) who owns the trademark. She pointed out that the committee should be aware of the rules that go with the use of the trademark.
- S Ms. Batterton reported that she and Ms. Mourrain had sent a letter to an editor of the Environmental Laboratory Washington Report, Mr. Scott Kraft, clarifying some issues published in a recent article and explaining NELAC's position.
- S Dr. Gene Tatsch stated RTI has received the chapter changes and expects those changes to be made and posted to the bulletin board by May 4, 1998.
- S Ms. Batterton reported the flyer for NELAC IV had been printed and will be mailed out next week.
- S Ms. Mourrain reported that some changes had been made in the Policy on Verification of Credentials. She asks that the board members look at this and send comments to her by May 1, 1998.

Alternate Proficiency Testing Oversight Body (PTOB)

Dr. Ken Jackson, Chair-elect, stated that NIST at present has only committed to the oversight of the WS and WP analytes but they have asked for a list of additional analytes. Concern was expressed that NIST may not meet all the needs of NELAC and also that there should be some review of NIST's program. Ms. Anne Rhyne, Proficiency Testing Committee Chair, reported that the PT Committee feels that NIST is the best organization to issue accreditation to the providers but reported that further efforts are needed to communicate effectively. The PT Committee recommends extending the interim standards until December 31, 1999.

Ms. Mourrain reported that during a recent meeting with the Office of General Counsel, she clarified that NELAC would prefer to have NIST serve as the PTOB for all analytes. However, NIST had stated that, since the program is not yet operational, it is not yet possible to make a blanket commitment to expand the current scope. Mr. Jack Puzak, Office of Research and Development, asked NELAC to identify the remaining areas where we need PT samples and agreed to work with NELAC on resolving this issue.

Ms. Rhyne reported that the compound list is now being compiled. She stated that she had polled

the members of the committee on whether they wanted WS/WP only, the list that she and Dr. Jackson had compiled, or another list that anyone on the committee might propose. So far, she has received the lists back from New York and Wisconsin both include analytes beyond WS and WP only. The committee will prepare a list with all the compounds that anyone has requested and Ms. Rhyne has prepared a letter for Ms. Batterton identifying those sections in the NIST standards that must be augmented to meet NELAC standards and recommending that the interim standards be extended.

EMMC Position on Chapter 5

Ms. Silky Labie reported that comments had been received from EMMC and the Office of Water. Changes have been made to the standard based on these comments. OSWER and Superfund wanted more flexibility for hazardous waste samples to permit full implementation of Performance Based Measurement Systems (PBMS) which may require different quality control under certain conditions. The Quality Systems Committee modified the EMMC proposed language as follows: "Standard does not apply to federal or state site/project specific needs which may be less stringent than the essential standards specified in this Chapter. In which case, the laboratory may elect to follow the project specific requirement provided that: 1) the need for less quality control is documented in the quality plan and 2) The need for such controls have been approved by the appropriate federal or state authority." In order to fully address this issue, a special forum has been scheduled outside the normal committee sessions at the upcoming Annual Meeting, which will allow full participation by NELAC attendees.

Other Business

Ms. Mourrain gave an overview of the ELAB meeting. In regard to the Third Party Working Group, they were asked to come back with a revised charter and a list of deliverables. The GLP final report is being forwarded to EPA with requested revisions done in the section specifically referring to NELAC. Mr. Wynn John has requested comments on the proposed changes. The Board requested that they be provided with a copy of the final version.

Mr. Jerry Parr's concerns about the method-specific checklists were discussed. The Board decided to poll its members to see if there is a consensus to support a methods specific based checklist. The results will then be sent to the On-Site Committee along with a copy of Mr. Parr's concerns. Ms. Mourrain asked the members to review the checklists and to reply to Ms. Batterton by May 1, 1998.

Action Items
Board of Directors Teleconference
April 23, 1998

Item No.	Action	Date Completed
1.	Ms. Jeanne Mourrain asked that comments on the fact sheets be sent to her by May 1, 1998.	
2.	Ms. Betsy Dutrow and Ms. Mourrain will work on the arrangements for the video.	
3.	Ms. Carolyn Cross will send out the information on the NELAC Assessors to the Board members by April 30, 1998.	
4.	RTI will post the changes to the standards on the Bulletin Board by May 4, 1998.	
5.	Comments on the verification of credentials are due to Ms. Mourrain by May 1, 1998.	
6.	Ms. Rhyne is to compile a list of items NELAC wants/needs from NIST and the order of priorities for Mr. Jack Puzak. She will send this information to Ms. Batterton.	
7.	Ms. Nancy Wentworth, Ms. Mourrain and Ms. Dutrow will meet with Mr. Puzak on the PTOB issue.	
8.	Ms. Barbara Finazzo, Ms. Wentworth and Ms. Mourrain will work to resolve issues regarding quality systems.	
9.	It was requested that comments on the proposed language changes to Chapter 5.1 be sent to Ms. Silky Labie as soon as possible.	
10.	Board members are to send comments on the method-specific checklist to Ms. Batterton by May 1, 1998.	
11.	Ms. Batterton will forward Board members comments and Mr. Parr's comments on the On-Site Assessment checklist to Mr. Wayne Davis and to Ms. Ramona Trovato.	

List of Participants
Board of Directors Teleconference
April 26, 1998

Name	Affiliation	Telephone Numbers
Ms. Carol Batterton, Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Dr. Ken Jackson, Chair-elect	NY Dept. of Health	Tel: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Dr. Charles Hartwig, Past Chair	FL Dept. Of Health	Tel: 904-791-1550 Fax: 904-791-1567 email: charles_hartwig@dcf.state.fl.us
Ms. Pauline Bouchard (invited guest)	MN Dept. Of Health	Tel: 612-215-0710 Fax: 612-215-0979 e-mail: pauline.bouchard@health.state.mn.us
Dr. Charles Brokopp	UT Division of Laboratory Services	Tel: 801-584-8405 Fax: 801-584-8486 email: cbrokopp@state.ut.us
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Dr. Marcia Davies	DOD	Tel: 402-697-2555 Fax: 402-697-2595 email: marcia.c.davies@usace.army.mil
Ms. Betsy Dutrow, Executive Secretary	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 e-mail: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov
Dr. Gary King (Absent)	New Mexico Legislature	Tel: 505-872-3508 Fax: 505-872-6827 e-mail:
Ms. Jeanne Mourrain, Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 e-mail: mourrain.jeanne@epamail.epa.gov

Dr. Jim Pearson	Virginia Div. of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us
Ms. Silky Labie (Invited Guest)	FL Dept. of Environmental Protection	Tel: 904-488-2796 Fax: 904-922-4614 e-mail: labie_s@dep.state.fl.us
Ms. Anne Rhyne Invited Guest	TNRCC	Tel: 512-239-1291 Fax: 512-239-2550 e-mail: arhyne@tnrcc.state.tx.us
Ms. Nancy Wentworth (Invited guest - Absent)	USEPA, ORD	Tel: 202/564-6830 Fax: 202-564-2441 e-mail: wentworth.nancy@epamail.epa.gov
Dr. Gene Tatsch (Contractor)	RTI	Tel: 919-541-6930 Fax: 919-541-7386 e-mail: cet @rti.org
Ms. Carolyn Cross (Recorder)	USEPA, ORD	Tel: 919-541-3151 Fax: 919-541-4261 e-mail: cross.carolyn@epamail.epa.gov